Indiana Department of Education
SUPPORTING STUDENT SUCCESS

M E M O R A N D U M

TO: Superintendents

FROM: Dr. Michele Walker, Director
Office of Student Assessment

DATE: August 2, 2010

SUBJECT: Integration of ISTAR Assessments with the Learning Connection

ISTAR assessments will be a part of the Learning Connection beginning with the 2010-11 school year. The following information is being sent to superintendents as a courtesy, and a similar memo is being sent to Special Education Directors. You are welcome to forward this document to appropriate staff throughout your school corporation.

ISTAR-KR and ISTAR Alternate Assessments will available through the Learning Connection (https://learningconnection.doe.in.gov) beginning at 9:00 a.m. on Tuesday, September 7, 2010. In order to assure a smooth transition and the display of correct ISTAR data within the Learning Connection, the ISTAR team has divided the process into four phases:

Phase	Description	Timeline
1	Adding School Personnel Numbers (SPNs) to current users within ISTAR (https://ican.doe.state.in.us/beta/)	Initiated on July 1, 2010
2	Registration for Learning Connection accounts	Began in July, 2010
3	Web-Ex ISTAR Administrator Training	August – September, 2010
4	Web-Ex ISTAR Teacher Training	September – October, 2010

PHASE 1: Adding School Personnel Numbers (SPNs) to current users within ISTAR
Phase 1 requires ISTAR Early Childhood Coordinators, ISTAR Administrators and teachers with ISTAR accounts to enter SPNs within the current ISTAR program (https://ican.doe.state.in.us/beta/).

This phase can be done in one of two ways:
1. By the ISTAR Admin
    - Login as an Administrator and enter the database

- Go to User Management in the Administration box on the right of the Dashboard page
- Type in the last name of the user and click Search
- Click on the pencil icon in front of the users name
- Add the SPN and Save

2. By each individual user
   - Login
   - Select My Account from the ISTAR Dashboard
   - Add the user's own SPN and Save

PHASE 2: Registration for Learning Connection Accounts

Phase 2 is divided into two parts. Part 1 of Phase 2 involves obtaining an account on Learning Connection.   Please refer to the **Registration Guide** for directions on setting up a Learning Connection account.

Part 2 of Phase 2 is focused on providing access to the new ISTAR within Learning Connection. Access is granted in accordance with the **LC Administrators Guide**.   ISTAR users may or may not need Learning Connection Administrator accounts. (Not all Learning Connection users need ISTAR access.) In addition to administrative access for Learning Connection, there are three choices for ISTAR access:

- **No Access** is the default setting; this is for a user who does not need access to the ISTAR assessments.
- **Educator** is a user who needs ISTAR access to students within the user's school only.
- **Administrator** is a user who has access to all ISTAR students and teacher accounts corporation- or school-wide. The administrator can add students to caseload lists, add and remove access, reassign students, and access student data at the corporation- or school-level.

Phase 3: Web-Ex ISTAR Administrator Training

Phase 3 includes two types of administrator training (all times Eastern):

Administrator Overview of ISTAR Integration into the Learning Connection	
Date	**Time**
Wednesday, August 18, 2010	4:00 – 5:00 p.m.
Thursday, August 19, 2010	1:00 – 2:00 p.m.
Friday, August 20, 2010	10:00 – 11:00 a.m.

New Administrator ONLY: Administrative Features of the ISTAR Program	
Date	**Time**
Tuesday, August 24, 2010	10:00 a.m. – 12:00 p.m.

<u>**Phase 4:**</u> **Web-Ex Teacher Trainings on ISTAR**

Early Childhood Teacher Training: Step-by-Step of ISTAR-KR in the Learning Connection	
Date	**Time**
Wednesday, September 8, 2010	3:15 – 4:15 p.m.
Thursday, September 9, 2010	7:30 – 8:30 a.m.
Friday, September 10, 2010	9:00 – 10:00 a.m.

No registration is needed for the Web-Ex sessions. Details for joining these sessions will be communicated in early August. Weekly troubleshooting sessions will also be available beginning in September.

For questions about establishing Learning Connection accounts, please use "Contact Us" located at the bottom of every screen.

For questions regarding ISTAR, please contact:

<u>**ISTAR-KR**</u>   <u>**ISTAR Alternate Assessment**</u>
Sally Reed Crawford   Karen Stein
317-234-5596   317-234-2377
scrawford@doe.in.gov   kstein@doe.in.gov

<u>**Please Note:**</u> The Learning Connection *Registration Guide* and *Frequently Asked Questions about Learning Connection and ISTAR User Accounts* provide helpful information for your staff.